

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: 17 January 1952

FROM

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SUBJECT: Report for Week January 10-17 1952

1. Attached is report for the week 3-10 January which was not submitted last week because of the impact of our Orientations program. At the suggestion of the Deputy Director of Training, this report was held until today.

3. We have received very many satisfactory comments on the substance and format of the Fifth CIA Orientations Course. These reactions have come from persons who attended and from their office superiors who spoke to the people after their attendance at the program. Attached is a letter which was received from the office of the Secretary of State, expressing the views of one of the men who attended from the State Department.

4. All of the notes of gratitude for assistance have been prepared and sent out by the Director of Training. We have given this phase of work priority over the compilation of the detailed record of the Course. This work will be completed in the next few days when a formal report will be made to the Director of Training on the Fifth CIA Orientations Course.

5. The CIA Orientations Officer received request from [redacted] to submit "live and current" ideas which he may incorporate in a presentation to be made by Mr. Allen Dulles, Deputy Director of Central Intelligence, to a large group in New York City.

6. [redacted] of the Office of Current Intelligence called to ask if the CIA Orientations Officer would address a group of professional men meeting near Boston some time in March. I told him to have a formal letter addressed to the DCI which would automatically come through [redacted] for adjudication and would then be routed to us.

7. Mr. [redacted], Executive Secretary of the Career Service Committee, Office of Training, has received from us questions which were asked during the Fifth CIA Orientations Course which are pertinent to his work.

25 YEAR RE-REVIEW

-2-

8. During the past week the attendance at the Indoctrination Courses were as follows:

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Monday, 14 January - [] people
Tuesday, 15 January - [] people

The temperature on each of these days was almost unbearable, ranging between 83 and 86 degrees. We would appreciate action which might be taken toward a quick installation of the necessary air conditioning system.

9. Arrangements were made at the request of the Deputy Special Assistant to the Assistant Secretary of State for Intelligence, Mr. Fisher Howe, to have recordings taken from the tape which was made during the Fifth CIA Orientations Course. Mr. Howe came and listened to his own presentation and stated that he felt it could be much improved upon, which I told him was almost an indication that he would be called again.

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10. Had many discussions with [] Office, explaining to her the most recent changes in CIA organization. To keep current on such items, the CIA Orientations Officer has continued to work very closely with []

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11. The Director of Training informed the CIA Orientations Officer that action had been taken to eliminate from our weekly Agency Intelligence Indoctrination programs those persons who have already taken the Staff Indoctrination Course (OPC-OSO). The Orientations Office received a call from [] assistant, stating that they were following through on this item and were about to prepare a formal request for the signature of the Director of Training addressed to the ADD/A (Inspection & Security) asking that such persons not be assigned to our weekly indoctrination.

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CIA ORIENTATIONS OFFICER